DOCUMENT RESUME

ED 179 734 CE 023 255

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TITLE	Project VITA: Phototypesetting. Module III, Lessons 8, 9, and 10. Teacher Manual [and] Student Handbook.
INSTITUTION	Blue Hills Regional Technical School, Canton, Mass.: Boston Univ., Mass. Dept. of Business and Career Education.
SPONS AGENCY	Office of Education (DHEW), Washington, D.C.
BUREAU NO	498AH50296
PUB DATE	[77]
GRANT	G007500558
NOTE	59p.: For related documents see CE 023 250-257
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Computer Graphics: Curriculum Guides: *Graphic Arts: *Handicapped Students: Individualized Instruction: *Learning Modules: *Resource Room Programs: Secondary Education: *Shop Curriculum: Special Education: Teaching Guides: Vocational Education
IDENTIFIERS	*Phototypesetting: Project VITA

ABSTRACT

This document is the third of five curriculum modules containing instructional units for disabled students who need assistance in mastering the function keys for the ExecuWriter II, a phototypesetter manufactured by Compugraphics of Wilmington, Massachusetts. The purpose of these modules is to provide supplementary instruction on an individualized or small group basis. All the modules are designed for use in a resource room by special educators as supportive instruction for vocational shop curricula. Module 3 contains both a student and teacher's manual for lessons 8-10 which provide information on the functions of the cancel character key, cancel word key, and cancel line key. Each lesson also includes exercises for practicing each key and a progress check. At the end of the module is a practice exercise using all the keys presented in lessons 8-10. The teacher's manual provides information sheets, teaching strategies, student objectives, and evaluation keys for each lesson. (BM)

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Project VITA

PHOTOTYPESETTING

Module III
Lessons 8, 9, and 10

Teacher Manual

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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A collaborative project with Blue Hills Regional Technical School, Project No. 498AH50296

This Project is supported by Grant No. 498AH50296, U. S. Office Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

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INTRODUCTION

This module is one of a series of five modules developed by Project VITA (Vocat onal Instruction, Training and Assessment), Project No. 498AH 50296, a federally-funded vocational education project for students with special needs. Project VITA is a collaborative effort of the Department of Business and Career Education, School of Education, Boston University and the Blue Hills Regional Vocational/Technical School in Canton, Massachusetts in cooperation with: Whittier Regional Vocational Technical High School, Haverhill, Massachusetts; Northeast Metropolitan Regionel Vocational School, Wakefield, Massachusetts; Minuteman Regional Vocational Technical School, Lexington, Massachusetts; and Joseph P. Keefe Technical School, Framingham, Massachusetts. The purpose of each curriculum module is to provide *supplemental* vocational instruction for special needs students enrolled in a vocational program. All modules are designed for use in a resource room by special educators as *supportive* instruction for vocational shop curricula.

The phototypesetting modules are designed for use with special students who have mild learning problems (e.g., educable mentally retarded, learning disabled, "slow learners"). The purpose of these modules is to provide supplemental instruction on an individualized or small group basis for special needs students who are enrolled in the graphic arts program. More specifically, these modules provide a series of supplementary units of instruction for students who need special assistance in mastering the function keys for the ExecuWriter II, manufactured by Compugraphics, Inc., Wilmington, Massachusetts.

PREFACE

The Department of Labor predicts that the number of unskilled jobs will be at an all-time low during this decade and in the future. Therefore, a continued emphasis on training retarded and slow-learning students for such jobs seems futile. To train these special needs students for skilled jobs, present vocational training programs must be modified.

Modification should include:

1. Changes which emphasize development of efficient and effective vocational skill training.
2. Application of learning research to the actual training of special needs students in both integrated learning settings and learning resource rooms.

In recent years, regional vocational schools have admitted increasing numbers of special needs students to their regular programs. Many of these students experienced difficulty in mastering specific vocational skills. One of the problems was that resource teachers were trained to provide back-up instruction for *academic* programs but not for *vocational shop* programs.

One of the purposes of this series of instructional modules is to assist the resource teacher who works in a vocational school to help handicapped students master specific vocational skills. Each module concentrates on providing supportive instruction for specific programs identified by both resource and vocational teachers as being critical areas for back-up instruction. This series of modules include the five modules on phototypesetting (including tapes, flashcards, teacher's manual, student handbook, phototypesetter simulator) and two modules on graphic arts communication (including a teacher's manual, student handbook, flashcards and games).

Assumption of Module Development

Two assumptions underlie the development of this series of modules: first,that students using the modules will have had training in the use of the typewriter; second

that these students will concurrently receive training with regular students in the graphic arts program.

Thus, the modules are meant to provide supplemental instruction.

Presentation Plan for the Module

PHOTOTYPESETTING is composed of five modules with a total of 16 lessons. Each module is independent. They are designed to integrate the work of the vocational and resource-room teacher. The following steps are suggested for the resource-room teacher:

1. Ask the vocational teacher to identify the special keys the student needs to practice.
2. Locate the module and lesson by checking the index.
3. Give the student the Progress Check for the lesson before he/she practices the lesson.
4. Give the student the Progress Check again after he/she practices the lesson and record the score.
5. Ask the student to repeat the lesson if he/she does not achieve 100% accuracy.
6. Give the Evaluation test at the end of each module and record the score.

Each lesson has the following parts:

1. *Word Study* Vocabulary words that the student will find in the lesson.
2. *Special Key* Name and location of the key to be presented in the lesson.
3. *Definition and Function* Explanation of what the key is used for.
4. *Relationship to the Typewriter* Comparison of the special key to one on the regular typewriter.
5. *Keyboard Practice* Exercises to be practiced on the ExecuWriter II Simulator.
6. *Progress Check* A written test to see if the student has mastered the lesson. Each module will have one additional practice exercise following the last lesson. This is called a "Job" and will give the student an opportunity to apply information learned in the module. An Evaluation (test) should be given at the end of each module.

Special Features of the Modules

One special feature of the Phototypesetting modules is the ExecuWriter II Simulator. The student may practice in the resource room on the Simulator and then return to the shop to apply what he has learned. The resource room teacher may wish to supervise the student on the actual machine at

some point to see if the student has actually learned the material.

Another special feature is the cassette tape. Using this, the student may listen to the lesson while reading the material from the book.

Conclusion

The authors of this series of modules have talked with manufacturers of phototypesetting machines, employers of phototypesetters, vocational teachers, resource room teachers, and special education teachers. When you have finished using this series of modules, they would like your suggestions, ideas and comments. A questionnaire has been enclosed for this purpose.

QUESTIONS AND ANSWERS ABOUT THE MODULE

1. What is the purpose of the module?	1. To provide supplementary instruction in phototypesetting to students with special needs who are having difficulty recognizing the function keys.
2. Does this module, then, include a lesson for *every* key?	2. No. Only those keys whose functions are required for the fundamental operation of the photosetting machine are included within this module. Keys used for specfic phototypesetting assignments are not included.
3. Can I use this module with a large group of students?	3. Ideally, no. It is designed for use in a resource room with individualized or small group instruction. However, if a number of simulators or phototypesetting machines are available, more students can be supervised.
4. Can a student with little or no experience in typewriting use this module?	4. Yes. Although prior knowledge of typewriting is advantageous in terms of speed and accuracy, it is not a prerequisite. However, good typing *techiques* should be encouraged by the instructor during the teaching of each lesson.
5. Can I use this module even though our school has a different phototypesetting machine?	5. Yes. Although this particular module was written for the ExecuWriter II, its applicability to other phototypesetting machines is possible since the primary function keys in this module remain major components of any photocomposer.
6. As a resource teacher who knows *very little* about phototypesetting, will it be possible for me to teach from this module without any special training?	6. Yes. This module is designed to be used by resource-room teachers.

7. **Is there a way to obtain formal training on the phototypesetting machine?**

7. Yes. Many companies offer an introductory course. A one-day program provides an adequate background.

8. **How do I use this module?**

8. As an aid to supplement instruction of phototypesetting already in progress in the graphic arts class.

9. **Must I have access to a phototypesetting machine?**

9. At some point, yes. Initial instruction involves using a simulator. However, any performance exercises requiring output proof of accuracy will require use of the actual machine.

10. **How many performance exercises requiring output proof of accuracy are there?**

10. Each *Lesson* and each *Unit Evaluation* contains at least one such performance exercise.

11. **What materials will I need?**

11. None. All necessary materials (posters, flashcards, worksheets) are provided in the packet.

12. **How will I know what materials to use for each lesson?**

12. A Resourse Key for Materials and Equipment is available at the beginning of each lesson. When a special item is necessary for instruction outlined in the teaching strategy/student objectives, it is so listed.

13. **What is the lesson pattern?**

13. Each Lesson consists of six parts:
    1. Word Study
    2. Special Key
    3. Definition and Function
    4. Relationship to the typewriter
    5. Keyboard Practice
    6. Progress Check

    Each Module contains a Job (practice exercise) and an Evaluation.

14. **How do I begin?**

14. After you are familiar with the module, give the Pre-Test to the student. These results will allow you to select the appropriate area/unit lesson in which to begin individualized supplementary instruction.

15. **What then?**

15. Read the Teacher-Information Sheet for the appropriate key and familiarize yourself with the particular lesson.

16. **What is the basic format of each lesson?**

16. Each lesson begins with a set of *General Lesson Goals* followed by listings of *Teaching Straegies* and corresponding *Student Objectives.*

17. How do I know when the student has satisfactorily learned the key?	17. At the end of the lesson for each key there is a series of objectives which the student must be able to preform with 100% accuracy before proceeding to the next key.
18. Is there a way to record this evaluation?	18. Yes. An *Oral Examination Checklist* is provided and there is a Progress Check that should be given at the end of each lesson.
19. What if thestudent is not able to complete the final objectives?	19. Return to the appropriate Teaching Strategies and try again. Use the teaching materials according to the learning style of the student.
20. Is there any other method of evaluation?	20. Yes. At the end of each unit there is a Unit Evaluation consisting of a paper and pencil test and one performance exercise (which requires the use of the actual phototypesetting machine).
21. Can this paper and pencil test be given orally?	21. Yes. With optional use of flashcards, it can be adapted to various testing styles.
22. How can I respond to this module?	22. A questionnaire for your suggestions and ideas about the Module is included with the packet.

INTRODUCTION TO PHOTOTYPESETTING*

Providing quality typeset copy in many different styles and seven sizes, the ExecuWriter phototypesetter employs simple typewriter-like procedures.

Typesetting, as used in printing, describes the process of setting and arranging type. The method used with the ExecuWriter is generally known as photocomposition.

A standard secretary-shift typewriter keyboard provides for complete operator control. Simply by striking a key, manuscript copy is automatically set to full measures or positioned to specific areas. A character display shows all characters and functions as they are typed from the photocomposer keyboard.

The photocomposer, working like a camera, consists of a light projection system, a negative film strip containing the alphabet, numeric and miscellaneous characters, a holder for photographic material and a lens. The characters are photographed with an instantaneous flash of light, passing through the lens and exposed on the photographic material.

As characters are typed, they are retained in the system's memory, line by line. Activation of the typewriter Return key causes the character images to be flashed and photographed onto the material. Like a typewriter, as each line is ended, the material is automatically advanced in preparation for the next line.

After completion of the typesetting operation, the exposed photographic material is processed. This process is similar to the development of film frome o dinery camera. The completed copy is then pasted onto a form from which a negative is made and final steps are taken for printing.

*Source: ExecuWriter I and II; Applications Manual — Compugraphic, Inc.

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TEACHER INFORMATION SHEET

MODULE III: LESSON: INTRODUCTORY III–CANCEL FUNCTIONS

The *"Definition and Function"* and the *"Relationship to Typewriter"* below refer to all three CANCEL FUNCTION keys: CANCEL CHARACTER, CANCEL WORD, and CANCEL LINE. However, additional information pertaining to each individual CANCEL key appears on the TEACHER INFORMATION SHEET preceding the respective lesson on the key.

Definition and Function:

CANCEL FUNCTIONS keys are used for making corrections when typesetting manuscript copy. Entire lines, individual words or charaters can be deleted by simply striking the appropriate CANCEL key. *If a letter, word or line is cancelled during the typing of manuscript it must be reinserted.*

Relationship to Typewriter:

Everyone makes mistakes and needs to learn how to correct their errors. When typewriting one erases the mistake with an eraser and then types in the correct word or words. When typesetting, specific keys erase specific types of errors. These keys called CANCEL KEYS.

P#	Poster Number
EX II S	ExecuWriter II Simulator
EX II	ExecuWriter II (machine)
WS#	Worksheet Number
OC	Oral Checksheet
TW	Typewriter
FC	Flash Cards

INTRODUCTION:
KEY: CANCEL FUNCTIONS

General Lesson Goals: Upon completion of the lesson, the student will:

State the need for the CANCEL FUNCTIONS keys.

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	1. Teacher explains the need to erase/eliminate/correct. 2. Teacher asks how this function is performed on a typewriter. 3. Teacher explains that corrections on the typewriter are formed by first erasing the error and then by reinserting correct letter, word, or words-whatever the cause may be. On the ExecuWriter II, you simply press a key and the error disappears (is deleted); then you type the correct letter, word, or words.	1. Students verbally agrees with the statement. 2. Students replies with at least one form of erasure.		

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TEACHER INFORMATION SHEET

MODULE III: LESSON 8 – CANCEL CHARACTER KEY

Definition and Function;

Depressing the *CANCEL CHARACTER key deletes the last character or function* (i.e., all function keys except the RED keysSTART, PAPER FEED, and RETURN-can be cancelled if depressed incorrectly) in a line. It can be repeated as needed, up to, but not including, the previous line ending (where the last RETURN key was depressed).

REFERENCE: ExecuWriter II, *Applications Manual*, pages 39-40.

KEYBOARD SYMBOLS

DISPLAY PANEL SYMBOL

N/A

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P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: CANCEL CHARACTER KEY

General Lesson Goals; Upon completion of the lesson, the student will:

1. Recognize what the CANCEL CHARACTER key looks like.
2. Locate the CANCEL CHARACTER key.
3. State the function of the CANCEL CHARACTER key.
4. Perform the function of the CANCEL CHARACTER key, within a given exercise.

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
P# 1	1. Teacher points to the CANCEL CHARACTER key on the "instructional poster."			
EXII S	2. Teacher asks student to point to the CANCEL CHARACTER key on the ExII	2. Student points to CANCEL CHARACTER key on the ExII S.		
	3. Teacher delineates using visual materials and concrete examples the definition of, function of, and abbreviated symbol of the CANCEL CHARACTER key.			
EXII S	4. Teacher demonstrates (and explains) the use of the CANCEL CHARACTER key by typing the words *"cancel character."* Teacher then repeatedly depresses the CANCEL CHARACTERkey, cancelling each character one at a time while pointing to the "character display" panel explaining (1) that while no symbol appears, it can be seen that the character is cancelled, and (2) that an entire word or line (of words) can be cancelled up to the previous line ending (where the last RETURN key was depressed).			

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
EXII S	5a Teacher asks the student to type the words *"cancel character"*. 5b. Teacher asks student to cancel both words one character at a time using the CANCEL CHARCTER key. 6. Teacher reviews CANCEL CHARACTER key operations by asking student to explain the function of the CANCEL CHARACTER key.	5a. Student types words*"cancel character"* 5b. Student depresses CANCEL CHARACTER key one for each character (and once for the space). 6. Student states in own words that the CANCEL CHARACTER key (1) is used to delete the last character or function (except RED key functions) in a line and (2) can eventually cancel an entire line of characters up to the previous line ending (where the last RETURN key was depressed).		
WS# 1	7. Teacher asks student complete worksheet and explains worksheet directions.	7. Student writes in the proper keyboard symbol for the CANCEL CHARACTER key in the appropriate square.		
OC FC EXII S	8. Teacher checks student progress with teacher-made oral examination (question-answer session). The student must answer with 100% accuracy in order to proceed to the next lesson.	8a. Student states that the CANCEL CHARATER key (1) is used to delete the last character or function (except RED key functions) in a line and (2) can eventually cancel an entire line of characters up to the previous line ending (where the last RETURN key was depressd.)		

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P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
		8b. Student matches the appropriate keyboard symbol (CNCL CHAR) with its corresponding words (CANCEL CHARACTER). 8c. Student states (explains) that while no symbol appears on the character display panel when the CANCEL CHARACTER key is depressed, it can be seen that the character is cancelled.		

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ORAL EXAMINATION CHECKLIST

MODULE III LESSON 8

KEY: CANCEL CHARACTER

STUDENT OBJECTIVES	COMPLETED	COMMENTS
8a. Student states that the CANCEL CHARACTER key (1) is used to delete the last character or function (except RED key functions) in a line and (2) can eventually cancel an entire line of characters up to the previous line ending (where the last RETURN key was depressed).	8a.	8a.
8b. Student matches the appropriate keyboard symbol(CNCL CHAR) with its corresponding words (CANCEL CHARACTER).	8b.	8b.
8c. Student states (explains) that while no symbol appears on the character display panel when the CANCEL CHARACTER key is depressed, it can be seen that the character is cancelled.	8c.	8c.

TEACHER INFORMATION SHEET

Module III: Lesson 9–Cancel-Word

Definition and Function:

Depressing the *CANCEL WORD key deletes the last word or function typed* into a line, *up to and including the word space*. CANCEL WORD can be repeated as often as needed, up to, but not including, the previous line ending (where the last RETURN key was depressed).

REFERENCES: Execuwriter II, Applications Manual, pages 41-42.

KEYBOARD SYMBOLS

DISPLAY PANEL SYMBOL
N/A

P#	Poster Number
EX II S	ExecuWriter II Simulator
EX II	ExecuWriter II (machine)
WS#	Worksheet Number
OC	Oral Checksheet
TW	Typewriter
FC	Flash Cards

KEY: CANCEL WORD KEY

Upon completion of the lesson, the student will:

1) Recognize what the CANCEL WORD key looks like.
2) Locate the CANCEL WORD key.
3) State the function of the CANCEL WORD key.
4) Perform the function of the CANCEL WORD key, within a given exercise.

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
P#1	1. Teacher points to the CANCEL WORD key on the "instructional poster."			
EXII S	2. Teacher asks student to point to the CANCEL WORD key on the ExII S.	2. Student points to the CANCEL WORD key on the ExII S.		
	3. Teacher delineates using visual materials and concrete examples the definition of, function of, and abbreviated symbol of the CANCEL WORD key.			
EXII S	4. Teacher demonstrates (and explains) the use of the CANCEL WORD key by typing) the words "c a n c e l w o r d." Teacher then depresses the CANCEL WORD key twice, cancelling each word, while pointing to the "character display" panel explaining (1) that while no symbol appears, it can be seen that the word is cancelled, (2) that the last word typed including the space is cancelled, and (3) that an entire line (of words) can be cancelled up to the previous line ending (where the last RETURN key was depressed).			

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: CANCEL WORD KEY (cont'd)

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
EXII S	5a. Teacher askes the student to type the words "*cancel word*" key.	5a. Student types the words "*cancel word.*"		
	5b. Teacher asks student to cancel both words one at a time using the CANCEL WORD key.	5b. Student depresses the CANCEL WORD key twice in succession.		
	6. Teacher reviews CANCEL WORD key operations by asking the student to explain the function of the CANCEL WORD key.	6. Student states that the cancel word key (1) is used to delete the last word and or function (except RED key functions) typed into the line, up to and including the word space, and (2) can eventually cancel an entire line of words up to the previous line ending (where the last RETURN key was depressed).		
W/S#1	7. Teacher asks student to turn to worksheet and explains worksheet directions.	7. Student writes in the proper keyboard symbol for the CANCEL WORD key in the appropriate square.		
OC FC EXII S	8. Teacher checks student progress with teacher made oral examination (question answer session). The student must answer with 100– accuracy in order to proceed to the next lesson.	8a. Student states that the CANCEL WORD key (1) is used to delete the last word and or function (except RED key functions) typed into a line, up to and including the word space, and (2) can eventually cancel an entire line of words up to the previous line ending (where the last RETURN key was depressed). 8b. The student matches the appropriate keyboard symbol (CNCL WORD) with the corresponding words (CANCEL WORD).		

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: CANCEL WORD KEY (cont'd)

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
		8c. Student states (explains) that while no symbol appears on the character display panel when the CANCEL WORD key is depressed, it can be seen that the word is cancelled.		

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ORAL EXAMINATION CHECKLIST
MODULE III LESSON 9
KEY: CANCEL WORD

STUDENT OBJECTIVES	COMPLETED	COMMENTS
8a. Student states that the CANCEL WORD key (1) is used to delete the last word and or function (except RED key functions) typed into the line, up to and including the word space, and (2) can eventually cancel an entire line of words up to the previous line ending (where the last RETURN key was depressed).	8a.	8a.
8b. The student matches the appropriate keyboard symbol (CNCL WORD) with the corresponding words (CANCEL WORD).	8b.	8b.
8c. Student states (explains) that while no symbol appears on the character display panel when the CANCEL WORD key is depressed, it can be seen that the word is cancelled.	8c.	8c.

TEACHER INFORMATION SHEET

MODULE III: LESSON 10 – CANCEL LINE

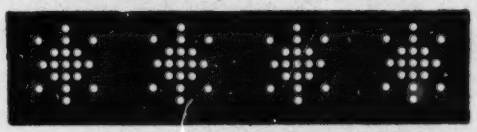
Definition and Function:

Depressing the *CANCEL LINE key deletes the entire line, up to, but not including, the previous line ending* (where the last RETURN key was depressed). (Note that when typesetting the first line ONLY of a manuscript, if the line is cancelled, all "stars" appear on the character display panel of the *actual phototypesetting machine* but not on the simulator.)

REFERENCES: ExecuWriter II, *Applications Manual* pages 39-40

KEYBOARD SYMBOL

DISPLAY PANEL SYMBOLS



P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: CANCEL LINE KEY

General Lesson Goals: Upon completion of the lesson, the student will:

1) Recognize what the CANCEL LINE key look like.
2) Locate the CANCEL LINE key.
3) State the function of the CANCEL LINE key.
4) Perfo.m the function of the CANCEL LINE key, within a given exercise

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	1. Teacher points to the CANCEL LINE key on the "instructional poster."			
	2. Teacher asks student to point to the CANCEL LINE key on the EXII S.	2. Student points to the CANCEL LINE key on the EXII S.		
	3. Teacher delineates using visual materials and concrete examples the definition of, function of and abbreviated symbol of the CANCEL LINE key.			
	4. Teacher demonstrates (and explains) the use of the CANCEL LINE key by typing *"c a n c e l l i n e."* Teacher then depresses the CANCEL LINE key, cancelling the line, while pointing to the "character display" panel where the corresponding symbol appears explaining that (1) this symbol ( ) appears only for the first line of a manuscript; and (2) for the 2nd and all remaining lines of the manuscript no symbol appears, but it can be seen the line is cancelled.			

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: CANCEL LINE KEY (cont'd)

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	5a. Teacher asks student to type the words "c a n c e l l i n e."	5a. Student types the words "c a n c e l l i n e."		
	5b. Teacher asks student cancel line by using the CANCEL LINE key.	5b. Student depresses the CANCEL LINE key.		
	5c. Teacher points to "all stars."			
	6a. Teacher demonstrates by typing: "This line will not be cancelled."			
	6b. Teacher strikes "RETURN KEY."			
	6c. Teacher types "This line will be cancelled."			
	6d. Teacher strikes CANCEL LINE key explaining that for the second line and all remaining lines in a manuscript that are to be cancelled, the display will cancel the line by clearing the entire line from the display panel with no symbol appearing.			
	7. Teacher aks student to type items 7a-7d above.	7a. Student types "This line will not be cancelled."		
		7b. Student depressess "RETURN key."		
		7c. Student types "This line will be cancelled."		
		7d. Student depresses CANCEL LINE key.		

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: CANCEL LINE KEY (cont'd)

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	8. The teacher reviews the CANCEL LINE key operations by asking the student to explain the function of the CANCEL LINE key.	8. Student states that the CANCEL LINE key is used to delete the entire line up to, but not including, the previous line ending (the point where the last RETURN key was depressed).		
	9. Teacher asks student to complete worksheet and explain worksheet directions.	9. Student writes in the proper keyboard symbol for the CANCEL LINE key in appropriate square.		
	10. Teacher checks student progress with teacher-made oral examination (question-answer session). The student must answer with 100% accuracy in order to proceed to the next lesson.	10a. Student states the CANCEL LINE key is used to delete the entire line up to, but not including, thethe previous line ending (th point where the last RETURN key was depressed).		
		10b. Student matches the appropriate keyboard symbol (CNCL LINE) with the corresponding words (CANCEL LINE).		
		10c. Student matches the character display symbol (line of "stars" across display panel) to the appropriate function key symbol (CANCEL LINE), and state this happens only when the first line of the manuscript is cancelled.		
		10d. Student states (and explains) that for the second and all remaining lines the manuscript no symbol appears but it can be seen that the line is cancelled.		

ORAL EXAMINATION CHECKLIST
MODULE III LESSON 10
KEY: CANCEL LINE

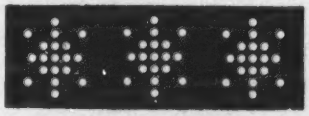
STUDENT OBJECTIVES	COMPLETED	COMMENTS
10a. Student states that the CANCEL LINE key is used to delete the entire line up to, but not including, the previous line ending (the point where the last RETURN key was depressed).	10a.	10a.
10b. Student matches the appropriate keyboard symbol (CNCL LINE) with the corresponding words (CANCEL LINE).	10b.	10b.
10c. Student matches the character display symbol (line of "stars" across display panel) to the appropriate function key symbol (CANCEL LINE) and states this happens only when the first line of the manuscript is cancelled.	10c.	10c.
10d. Student states (and explains) that for the second and all remaining lines the manuscript no symbol appears but it can be seen that the line is cancelled.	10d.	10d.

EVALUATION III

1a. Draw a line to match the keys in Column A with the words in Column B.

Column A (Keyboard Representation)	Column B (Word)
CNCL LINE	Cancel Character
CNCL CHAR	Cancel Word
CNCL WORD	Cancel Character
	Shift

1b. Underline the above keys in Column A that do not have a character display symbol.

2. Check the key that you would press to get the symbol  on the character display for the 1st line only of the manuscript.

CNCL LINE | STYLE CHG | CNCL CHAR | CNCL WORD

3a. Phototypeset the following sentence: "Everyone makes mistakep."
Correct it so that it reads: "Everyone makes mistakes."

3b. Phototypeset the following sentence: "Everyone makes candy."
Correct it so that it reads: Everyone makes mistakes."

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EVALUATION III(cont'd)

3c. Phototypeset the following sentence: "We need to erase."
Correct it so that it reads: "Everyone should correct their mistakes."

4. Draw a line to match the keys in Column A with its function in column B.

Column A (Keyboard)	Column B (Function)
	Prints material and goes down to the next line.
CNCL LINE	Deletes the last character or function in a line, except for the return function.
CNCL CHAR	Deletes the last word and /or function (except for the return function) typed into the line up to and including the word space.
CNCL WORD	Deletes all character and functions in a line, up to previous line ending.

EVALUATION III

QUESTIONS	ANSWERS	PAGES	OBJECTIVES
1. Draw a line to match the keys in Column A with the words in ColumnB.	1. CNCL LINE -Cancel Line	1. p 60,62	1. 1-3, 10b
	CNCL CHAR -Cancel Character	p 50-52	1-3, 7 & 8b
	CNCL WORD -Cancel Word	p 55-56	1-3, 7 & 8b
1a. Underline the above keys in Column A that do not have a character display symbol.	1a. CNCL CHAR	1a. p 50,52	1a. 4 & 8c
	CNCL WORD	p 55,57	4 & 8c
2. Check the key that you would press to get the symbol ( ) on the character display for the 1st line only of the maniscript. NOTE: The following exercise MUST be performed on the actual ExecuWriter II photocomposer.	2. CNCL LINE	2. p 62	2. 10c, 10d
3a. Phototypeset the following sentence: "Everyone makes mistakep." Corect it so that it reads: "Everyone makes mistakes."	3a. (1) Depress PAPER FEED (2) Depress START (3) Depress SHIFT; type "E"; release SHIFT (4) Type "VERYONE MAKES MISTAKEP" (5) Depress CNCL CHAR (6) Type "s" (7) Depress RET.	3a. p 5-63	OVERALL UNIT OBJECTIVES I, II, III,

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EVALUATION III (cont'd)

QUESTIONS	ANSWERS	PAGES	OBJECTIVES
3b. Phototypeset the following sentence: "Everyone makes candy." Correct it so that it reads: "Everyone Makes Mistakes."	3b. Repeat 3a(1)-3a(3) (4) Type "Everyone makes candy" (5) Depress CNCL WORD (6) Type "mistakes" (7) Depress Ret		
3c. Phototypeset the following sentence: "We need to erase." Correct it so that it reads: "Eveyone should correct their mistake."	3c. Repeat 3a(1)-3a(2) (3) Depress SHIFT; type "W" (4) Type "e need to erase." (5) Depress CNCL LINE (6) Depress SHIFT; type "E"; release SHIFT (7) Type "veryone makes mistakes." (8) Depress RET.		
4. Draw a line to match the key in Column A with its function in Column B.	4.	4.	4.
	[CNCL LINE] Deletes all characters and functions in a line, up to previous line ending.	p 60,62	3,8,10a
	[CNCL CHAR] Deletes the last character or function in a line, except for the return function.	p 50,51	3 7 8a
	[CNCL WORD] Deletes the last word and or function (except for the return function) typed into the line, up to and including the word space.	p 55,56	3,6,8a

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BOSTON UNIVERSITY
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Project VITA

PHOTOTYPESETTING

Module III
Lessons 8, 9, and 10

Student Handbook

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A collaborative project with Blue Hills Regional Technical School, Project No. 498AH50296

This Project is supported by Grant No. 498AH50296, U. S. Office Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

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FOREWORD TO THE STUDENT

PHOTOTYPESETTING is a new book. It is divided into five sections. Each section is called a module. The modules will give you information on how to use 16 of the special keys that are on the ExecuWriter II phototypesetting machine.
Before you can learn to operate an ExecuWriter II, you must know how to type. You do not need to be a fast typist to learn to phototypeset, but you must be an accurate one.

You should use this module in the resource room. You should be receiving training on the ExecuWriter II machine in the shop.

LESSON PLAN

There are 16 lessons in the five modules. Each lesson introduces a special key.

This is the lesson plan:

1. *Word Study* Meanings of words in the lesson.
2. *Special Key* Name and location of the special key.
3. *Definition and Function* What the key is used for.
4. *Relationship to the Typewriter* How the ExecuWriter II is like the regular typewriter.
5. *Keyboard Practice* Exercises using the special key.
6. *Progress Check* Questions about the lesson.

At the end of each module there is a Job. This is a Practice Exercise. You will use all of the keys presented in the module.

SPECIAL FEATURES

The Simulator is a machine with a keyboard like the ExecuWriter II. You will be able to practice your lesson in the resource room on the Simulator.

You will also receive a *cassette tape* with each module. You will use this to listen to each lesson in the module while you are reading it from the book.

INTRODUCTION TO PHOTOTYPESETTING

Phototypesetting is a way of printing words, numbers, symbols, and sentences. A *symbol* is a mark which stands for something. Phototypesetting is done on a machine like a typewriter.The phototypesetting machine you will use is called the ExecuWriter II. The ExecuWriter is a phototypesetting machine. It is like a typewriter. It has rows of keys.

The keys have letters, numbers, symbols, or a direction on them. The direction keys tell the machine to do something. Those keys are special and are not found on a typewriter. The modules will explain what those different keys are and how they are used. The pushing down of the keys is called typing.

As you type, the letters, numbers, and symbols appear in a strip on the machine. The phototypesetting machine also remembers what letters, numbers, or symbols have been typed. When you get to the end of the line, the machine makes a picture of the line on a film. The film of the line has to be developed like the film from a camera to make a picture people can see.

The phototypesetting machine also lets the person who is running the machine put the letters, numbers, and symbols where they have to be placed. This is called *photocomposition.*

It is called *photocomposition* because part of the machine works like a camera and uses film. Photocomposition is the word used to say what the ExecuWriter machine does.

After the film from the phototypesetting machine has been developed, the picture that is made is used in other steps which have to be followed to complete the printing job.

Adapted from the ExecuWriter II. Applications, Compugraphic, Inc.

MODULE III: Introduction to the Cancel Functions

WORD STUDY

cancel — Wipe out, cross out.

SPECIAL KEY

On the Execuwriter II, you erase or correct a word, letter, or line with a CANCEL key. There are three cancel keys on the ExecuWriter II. They are all white keys. Find them below on the right of the keyboard.

DEFINITION AND FUNCTION

Use a CANCEL key to correct when you typeset copy. You can remove lines, words or letters by pressing the appropriate CANCEL key. Cancel letters, words or lines before you press the RETURN key. Once the RETURN key is pressed, the line is printed.

RELATIONSHIP TO THE TYPEWRITER

With a typewriter, mistakes are corrected with an eraser.

INTRODUCTION TO THE CANCEL FUNCTIONS

When typesetting, you press CANCEL keys to erase mistakes. All mistakes must be corrected before you press the RETURN key.

MODULE III: LESSON 8 - Cancel Character Key

WORD STUDY

character	A key that is a letter.
function	A key that is not a letter.

SPECIAL KEY

Find the CANCEL CHARACTER key on the keyboard below. It is on the bottom row of keys, next to the left SHIFT key.

The CANCEL CHARACTER key is a white key. The keyboard symbol for CANCEL CHARACTER is CNCL CHAR.

DEFINITION AND FUNCTION

When you press the CANCEL CHARACTER key, you remove the last character or function in a line. All keys except the three red keys START, PAPER FEED, and RETURN can be cancelled if you press the wrong one. You can press the CANCEL CHARACTER key for every letter on the line.

KEYBOARD PRACTICE

EXERCISE 8A. Practice Exercise 8A.

1. Type the following words: cancel character
2. Press the CANCEL CHARACTER key.
3. Continue to press the CANCEL CHARACTER key until all letters have been cancelled.

Repeat Exercise 8A.

PROGRESS CHECK

Tell your teacher that you are ready for Progress Check 8.

MODULE III: LESSON 9 - Cancel Word

WORD STUDY

function A key that is not a letter.

SPECIAL KEY

Find the CANCEL WORD key below. The CANCEL WORD key is on the far right of the second row from the bottom. It is a white key. The keyboard symbol is CNCL WORD.

DEFINITION AND FUNCTION

When you press the CANCEL WORD key, you remove the last word or function typed into the line. You remove the word up to the next word. You also remove the space. CANCEL WORD can be repeated for every word on the line. You may not cancel a word on the line before.

KEYBOARD PRACTICE

EXERCISE 9A. Practice Exercise 9A.

1. Type *word function*
2. Press the CANCEL WORD key twice.

You will not see a symbol on the character display panel.
The words, including the space, will be cancelled.

Repeat Exercise 9A.

PROGRESS CHECK

Tell your teacher that you are ready for Progress Check 9.

MODULE III: LESSON 10 - Cancel Line

WORD STUDY

simulator — A machine that works like an Execuwriter II.

SPECIAL KEY

Find the CANCEL LINE key below. You find it on the third row from the bottom. It is on the far right. It is a white key. The keyboard symbol is CNCL LINE.

DEFINITION AND FUNCTION

When you press the CANCEL LINE key, the line will be removed. The line will be removed up to where the last RETURN key was pressed. When you type the first line of copy on the ExecuWriter II and press the CANCEL LINE key, "stars" show on the character display panel. The stars will not show on the simulator. The symbol you will see on the character display panel is below.

KEYBOARD PRACTICE

EXERCISE 10A. Practice Exercise 10A.

1. Type *cancel line*
2. Press the CANCEL LINE key.
3. Look at the symbol showing on the character display panel. The symbol shows in Step 3. It will show only for the first line of the copy. For the rest of the lines typed, no symbol shows. But you can see that the line is cancelled.

Repeat Exercise 10A.

EXERCISE 10B. Practice Exercise 10B.

1. Type *This line will not be cancelled.*
2. Press the RETURN key.
3. Type *This line will be cancelled.*
4. Press the CANCEL LINE key. This is a second line. The line will be cancelled. No symbol will show on the character display panel.

JOB 3

Type the sentences below. Press the RETURN key after each sentence.

Sixteen ski jumpers from the United States attended the Olympics.
(Change "Sixteen" to "Twenty".)

To type in the block style, begin all lines even with the left margin.
(Change "block" to "full block".)

Will Major Douglas be expected to take this true-false quiz soon?
(Change "quiz" to "test".)

The Prudential Tower can be seen from Longwood Towers.
(Type the line in the other style.)

PROGRESS CHECK

Tell your teacher that you are ready for Progress Check 10.

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